

JEFFERSON COUNTY LIBRARY SERVICE MINUTES
MEETING OF APRIL 19, 2012

Meeting was called to order by President Sue Hartwick at 6:04 p.m. at the Cambridge Community Library

Trustees present: Leigh Froelich, Betty Stoffel, Dean Sanders, Janet Sayre Hoeft, Dwayne Morris, Julaine Appling, and Sue Hartwick

Librarians present: Joan Behm/Cambridge, Luci Bledsoe/Johnson Creek, Peg Checkai/Watertown, Leann Lehner/Jefferson, Kathy Hookham/Palmyra, Gerard Saylor/Lake Mills, Stacey Lunsford/Whitewater, Connie Meyer/Fort Atkinson and administrator of Jefferson County Library Board

Others present: Margaret Ottenad/Student at UW-W

The minutes of the February 22, 2012 were declared approved with no objections.

There was no one present for community comments.

There was no correspondence to be read into the minutes.

Old Business:

- A. a. By-laws – Discussion was held on the updates to the by-laws that were reviewed at the last meeting and changes were made in a couple of areas. A motion to approve the By-Laws was made by Julaine and seconded by Janet. The motion passed 7-0.
- b. Guidelines – There were two changes to the guidelines. The first one was to change the tenth bullet point to read “ Have trained staff and properly certified library directors for their overall operation” and the second was to add the term “ADA” to the twelfth bullet instead of handicapped. With these two changes, a motion to approve as amended was made by Betty and seconded by Leigh. The motion passed 7-0.
- B. a. Review Funding - Connie led a discussion on the idea raised at the last meeting about using a 3-year average for the formula. It was agreed by all that this would not be an effective method for a number of reasons.
- b.. Capital Amount in Annual Budget – It was noted that this has not been a part of our requests to the County in the past but is something that we would like to look to in the future. Connie and Sue presented a four-year proposed plan which would replace 10 computers county-wide each year based on percentage of rural circulation each library had. This request would be about an \$8,000 expenditure annually. Connie was asked to discuss with the county the feasibility of making this part of the formal budget request to the County.

New Business:

A. Strategic Issue #3

- a. Sharing of a technology person – This discussion lead to an understanding that there is now a person from the Mid-Wisconsin library system staff that can provide effective and reasonably priced tech support for county libraries.
- b. Technology Instruction to Patrons – After discussion, the idea of asking the library system to write a grant for this topic was to be investigated.
- c. Staff Training Modules – The library system now provides this.
- d. Substitute Pool – This will be investigated to see if it is something that can be coordinated at the library system level.
- e. Other – Mission Statement. There was discussion regarding the grammar of the mission statement and it will be put on the July meeting's agenda for further discussion and consideration.

- B. Review of 2008-2012 Long Range Plan – This will be part of the July agenda to review and write a new plan that can be submitted to the County by the end of the year. The group wanted to move forward with a plan that encompassed three years and no longer.

The next meeting was set for July 10, 2012 to begin at 6:00 p.m.

There was a motion to adjourn with no objection at 7:09 p.m.

Respectfully Submitted,

Dean E. Sanders